



ROCKHURST UNIVERSITY
LEARNING, LEADERSHIP AND SERVICE IN THE JESUIT TRADITION

How to Order an Official Transcript (for Current Students Only)

Login to your Student Account from the Campus Portal (my.rockhurst.edu)

Contact Photos Video News Calendar Directory **Campus Portal**

ROCKHURST UNIVERSITY
Where leaders learn.

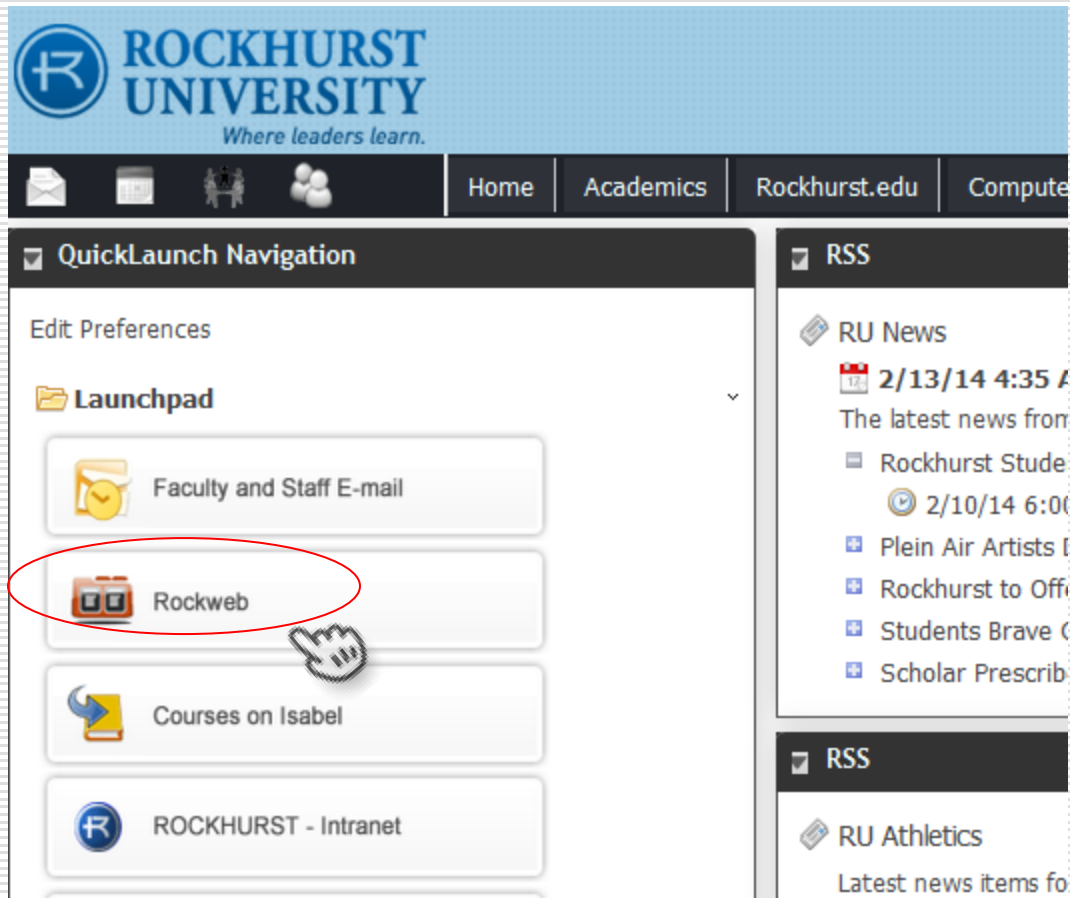
Give to Rockhurst Apply Online

Search site & directory

Academics Admissions Athletics Student Experience Alumni & Friends About

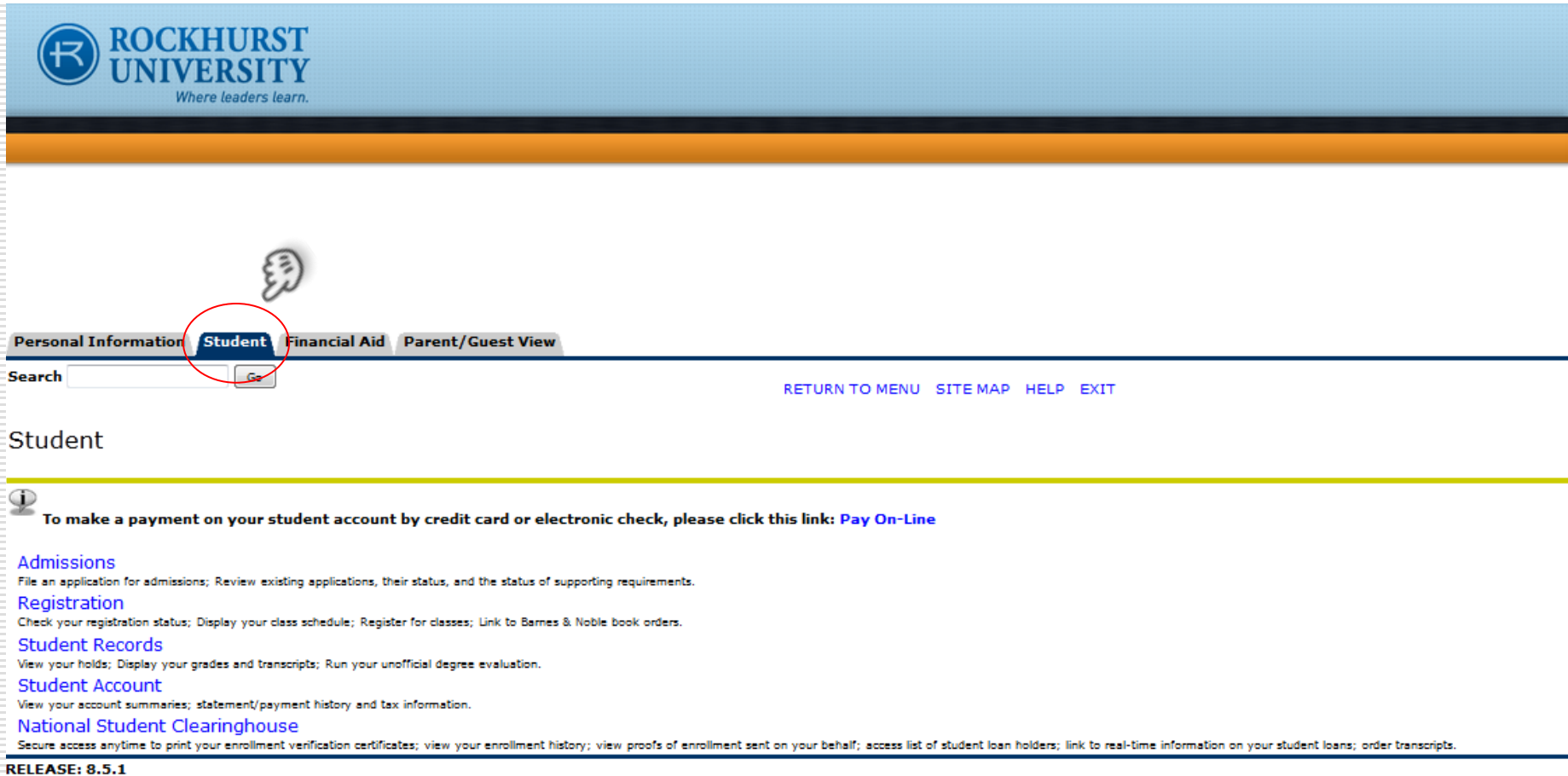
Information for » Future Students Parents & Family Alumni & Friends Community Current Students Faculty & Staff

Open the Rockweb link on the left



The image shows a screenshot of the Rockhurst University website's navigation menu. At the top left is the Rockhurst University logo with the tagline "Where leaders learn." Below the logo is a dark navigation bar with icons for mail, calendar, and social media, and text links for "Home", "Academics", "Rockhurst.edu", and "Computer". Below this is a "QuickLaunch Navigation" section with a "Launchpad" containing four links: "Faculty and Staff E-mail", "Rockweb" (circled in red with a hand cursor), "Courses on Isabel", and "ROCKHURST - Intranet". To the right is an "RSS" section with "RU News" and "RU Athletics" feeds.

Once logged in choose the Student Tab



The screenshot shows the Rockhurst University website interface. At the top left is the Rockhurst University logo with the tagline "Where leaders learn." Below the logo is a navigation menu with four tabs: "Personal Information", "Student", "Financial Aid", and "Parent/Guest View". The "Student" tab is highlighted with a red circle and a hand cursor icon. Below the navigation menu is a search bar with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar, the word "Student" is displayed. A yellow horizontal line separates the navigation area from the main content area. Below this line, there is an information icon and a message: "To make a payment on your student account by credit card or electronic check, please click this link: [Pay On-Line](#)". Below the message are several links with descriptions: "Admissions" (File an application for admissions; Review existing applications, their status, and the status of supporting requirements.), "Registration" (Check your registration status; Display your class schedule; Register for classes; Link to Barnes & Noble book orders.), "Student Records" (View your holds; Display your grades and transcripts; Run your unofficial degree evaluation.), "Student Account" (View your account summaries; statement/payment history and tax information.), and "National Student Clearinghouse" (Secure access anytime to print your enrollment verification certificates; view your enrollment history; view proofs of enrollment sent on your behalf; access list of student loan holders; link to real-time information on your student loans; order transcripts.). At the bottom left of the page, the text "RELEASE: 8.5.1" is displayed.


ROCKHURST UNIVERSITY
Where leaders learn.

Personal Information **Student** Financial Aid Parent/Guest View

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student

 To make a payment on your student account by credit card or electronic check, please click this link: [Pay On-Line](#)

[Admissions](#)
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

[Registration](#)
Check your registration status; Display your class schedule; Register for classes; Link to Barnes & Noble book orders.

[Student Records](#)
View your holds; Display your grades and transcripts; Run your unofficial degree evaluation.

[Student Account](#)
View your account summaries; statement/payment history and tax information.

[National Student Clearinghouse](#)
Secure access anytime to print your enrollment verification certificates; view your enrollment history; view proofs of enrollment sent on your behalf; access list of student loan holders; link to real-time information on your student loans; order transcripts.

RELEASE: 8.5.1

Choose National Student Clearing House from the Student list



[Personal Information](#) **Student** [Financial Aid](#) [Parent/Guest View](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student



To make a payment on your student account by credit card or electronic check, please click this link: [Pay On-Line](#)

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Secure access anytime to print your enrollment verification certificates; view your enrollment history; view proofs of enrollment sent on your behalf; access list of student loan holders; link to real-time information on your student loans; order transcripts.

RELEASE: 8.5.1



Choose Go To National Student Clearinghouse Website



[Personal Information](#) **[Student](#)** [Financial Aid](#) [Parent/Guest View](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Please note: For security purposes, by clicking this link you will navigate away from rockweb.rockhurst.edu and move to Clearinghouse.org

This service is offered by the National Student Clearinghouse in cooperation with Rockhurst University. When entering the National Student Clearinghouse website, you will be able to access any of the following options at any time:

- Obtain a free proof of enrollment certificate to print.
- View your enrollment history.
- View all student loan deferment notifications that Clearinghouse has provided to your loan holders.
- View proofs of enrollment that Clearinghouse has provided for you.
- View your specific loan information.
- Order and track transcripts. NOTE: As of August 24, 2011 there is a \$7.50 charge for official transcripts.
- Clearinghouse Cost-Saving: For all Clearinghouse transcript orders: \$7.50 will be charged for the first official transcript; additional official transcripts that are ordered to the same location: \$5.25 charged for each additional official transcript.
- Transcript requests submitted directly to the Rockhurst Registrar's Office: \$7.50 will be charged for each official transcript ordered.
- Note: Current students can print unofficial transcripts from their Rockweb account.

[Go To National Student Clearinghouse Website](#)



From the National Student Clearinghouse site choose Order or track a transcript

Due to the snow storm in the metro DC area, the National Student Clearinghouse will be closed on Thursday, February 13. We apologize for any inconvenience.

All Clearinghouse services will be unavailable from 8 am, ET, on Sat., Feb. 22, until at least 6 am, ET, on Mon., Feb. 24, for major application changes. If these activities take longer than expected, every effort will be made to restore service as soon after 6 am as possible. We apologize for any inconvenience.

Welcome. This service is offered by the National Student Clearinghouse in cooperation with ROCKHURST UNIVERSITY.

IMPORTANT: Do NOT use the browser forward/back buttons. [LOG OFF](#) when you are done to protect the privacy of your records.

Please select from the following options:

- [Obtain an enrollment certificate](#) to print and mail to a health insurer or other company that requests proof of my enrollment.
 - Current enrollment
 - All enrollment
- View the [enrollment information on file](#) with the Clearinghouse.
- View the [student loan deferment notifications](#) that the Clearinghouse has provided to my loan holders (lenders and guarantors).
- View the [proof\(s\) of enrollment](#) that the Clearinghouse has provided to my health insurers and other providers of student services or products.
- [View specific information about my student loans.](#) LoanLocator
- [Order or track a transcript](#)



Choose Start

Welcome to Transcript Ordering!

Please read before proceeding with your order: All Rockhurst University Transcript requests are processed on site at Rockhurst University. Transcripts are processed in the order they are received, within 2-5 business days, unless there is a hold on your account. Transcripts cost \$5.25 each plus a \$2.25 service fee per recipient.

ALL FAXED OR UNOFFICIAL TRANSCRIPT REQUESTS - PLEASE READ BEFORE PROCEEDING: All TRANSCRIPT REQUESTS processed through Clearinghouse are charged. But only UNOFFICIAL TRANSCRIPTS may be sent by FAX. For all UNOFFICIAL or FAXED transcript requests, to AVOID THE \$7.50 TRANSCRIPT CHARGE, please print the 'Transcript' form found at <http://www.rockhurst.edu/academics/registrar/forms/> Then fax the 'Request for Unofficial Transcript' to the Rockhurst Registrar's fax number found at the bottom of the form. NOTE: your signature is still required on all unofficial transcript requests.

Official Transcript processing time does not include mailing or delivery time. Please allow an additional delivery time of at least 5 business days by the U.S. Postal Service. For Transcripts that are being mailed outside of the local Kansas City area, we also offer the Express delivery option through UPS for an additional fee.

No transcripts are processed or mailed on days the University is closed. Please plan accordingly. You may check the Holiday schedule on the Rockhurst University website.

It is important to note all special information such as DELIVERY METHOD, HOLD FOR DEGREE, and HOLD FOR GRADES.

You may order up to 10 copies of your transcript per request.

Official transcripts are sent directly to a college, employer or its agency and bear the university seal. All transcripts issued directly to students will be marked "Issued to Student." Some institutions will not accept a transcript as official that does not come directly from the Registrar's Office.

Please note: If you require that an additional form (e.g. LSDAS, AMCAS, etc) be sent with your transcript you may attach up to two documents to your request. You will be prompted with the opportunity to upload your document while placing your order. The University accepts the following formats, PDF, DOC, and DOCX. The University does not assume any liability regarding the print quality of your document. You should make sure your document is readable when printed (e.g. font size, quality, image is too blurred or small).

Transcripts can be ordered online using any major credit card (if a cost is involved). Your credit card will be charged when your school sends your transcript(s). Order updates will be emailed to you along with text messages if you desire. You may also track your transcript order online.

The following may be required to order a transcript online:

- ✓ A valid major credit card
- ✓ An email account
- ✓ Your signed consent

Start

Track Your Order

Your Transcript Order #:

Help

Your Email Address:



Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

Enter your personal information and select next



1. Enter Personal Info



2. Select Recipient



3. Enter Recipient Details



4. Review Order



5. Enter Credit Card

Items marked with * are required.

ENTER YOUR INFORMATION

Current Name:

First Name: *
Middle Name:
Last Name: *
Date of Birth: *
mm/dd/yyyy (with or without slashes)

Name While Attending School:
(if different from current name)

First Name:
Middle Name:
Last Name:

Your school requires one or the other of the following personal identifiers.

Student ID:

Confirm Student ID:

Social Security Number:
You can enter the SSN either with or without dashes,
e.g., 123-45-6789 or 123456789.

Confirm Social Security Number:

CONTACT INFORMATION

Please enter a phone number where we can reach you if there are questions about your transcript order. Your email address will be used to send you your order confirmation and order status alerts. The National Student Clearinghouse will not use your contact information for solicitations.

Phone Number: *

For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)

Email: *

Confirm Email: *

Next

Cancel Order



Enter your address, check the box that you are currently enrolled and select next



1. Enter Personal Info



2. Select Recipient



3. Enter Recipient Details



4. Review Order



5. Enter Credit Card

Items marked with * are required.

ADDITIONAL CONTACT INFORMATION

Your school would like you to provide the following additional contact information to assist them in fulfilling your request.

Address 1: *

Address 2:

City: *

State/Province/Region: * Select

If the address is outside the US, US territories, or Canada, select 'International'.

ZIP/Postal Code: * *If no ZIP or Postal Code is required, enter 'N/A'.*

Country: * United States

I authorize my school to update its records using the address and contact information above, but acknowledge that this authorization does not serve as official notification of changes to this information to my school.

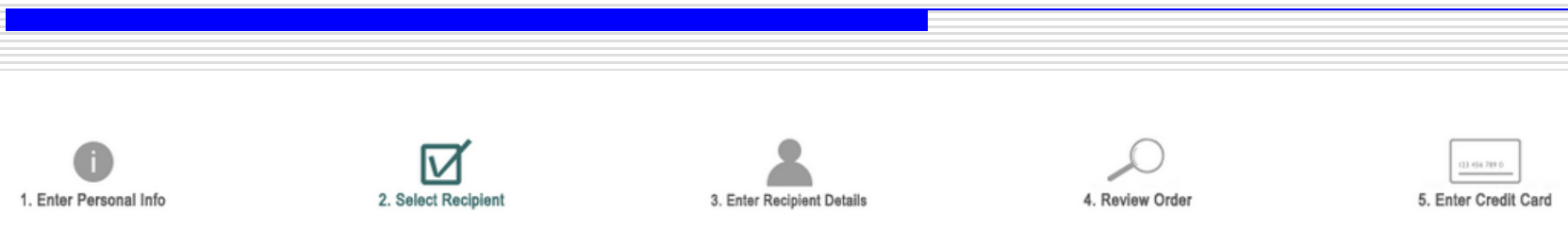
ENROLLMENT/DEGREE INFORMATION

Are You Currently Enrolled at Rockhurst University? * Yes No

Next

Cancel Order

Select the recipient type then select next



1. Enter Personal Info **2. Select Recipient** **3. Enter Recipient Details** **4. Review Order** **5. Enter Credit Card**

SELECT A RECIPIENT TYPE

Who will be the recipient of your transcript? *

- College or university**
I want my transcript to be sent to a college or university.
- Educational organization (other than a school)**
I want my transcript to be sent to an educational organization such as LSAC or AMCAS.
- Business or individual (other than myself)**
I want my transcript to be sent to a business or individual.
- Me**
I want my transcript to be sent to me or to pick it up in person.

FERPA COMPLIANCE

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her education records. To determine whether and what type of a consent form is required, please answer the following question.

Who is the intended recipient of your transcript? *

Enter recipient information and choose a delivery option select next to continue or you have the option to add another recipient

1. Enter Personal Info 2. Select Recipient 3. Enter Recipient Details 4. Review Order 5. Enter Credit Card

Items marked with * are required.

SCHOOL RECIPIENT

Select a state: *

TRANSCRIPT TYPE AND PURPOSE

Transcript Purpose: *

DELIVERY OPTIONS

Delivery Method: * [Help](#)

PROCESSING TIMEFRAME

Processing Option: *

See next slide for delivery options
Note: Faxed copies are unofficial

Delivery options

DELIVERY OPTIONS

Delivery Method: * Select

Name of Recipient: *

Quantity: *

Signed/Sealed Envelope?: *


Special Instructions:
(Maximum 255 Characters)

Options:
Select
Hold for Pickup
Mail
Fax
Express/United States - \$20.00

If you only need an unofficial copy **STOP** here. Go to <http://www.rockhurst.edu/academics/registrar/forms/> to request an unofficial faxed copy free of charge. If you select the Fax option on the Clearinghouse site you will be charged and it will be an unofficial copy. The only option for official will be mail or hold for pickup on the National Student Clearinghouse site.


Once you enter a recipient you will be given the option to attach additional documents and select a processing option

ATTACH ADDITIONAL DOCUMENTS


Additional Documents: 

*Optional: Select upload to add documents (Maximum: 2) to your transcript request
Supported format(s): JPEG, PDF, DOC, DOCX, JPG*

PROCESSING TIMEFRAME

Processing Option: * 

- Select
- Now
- After Degree Is Awarded
- After Grade(s) Is Changed
- After Grades Are Posted



Verify your order. If you would like to receive a text on the status of your order fill in the needed information.

Verify your transcript order information before continuing.

To edit your order, select the name of the recipient. To add another recipient, select "Add."

(IMPORTANT: Do not use your browser's back button to add/edit a recipient.)

Remove	Recipient Add	Processing Option	Delivery Method ?	Quantity	Online Processing Fee	Total Fee
Remove	ROCKHURST UNIVERSITY	Now	Hold for Pickup	1 copy = \$5.25	\$2.25	\$7.50
Total Fee for This Order						\$7.50

REQUEST ORDER UPDATES VIA TEXT

Yes, please send me transcript order updates via text message to the following number.
(Carrier message and data rates may apply)

Mobile Phone Number:

000-000-0000

Mobile Phone Carrier:

Select 

Check Out

Cancel Order







Enter payment information and place order

The charge for your transcript will appear on your credit card statement as "College Transcript".

Items in red (*) are required.

CREDIT CARD INFORMATION

Credit Card Type: *    

Card Number: *

Card Verification Code: * [Help](#)

Expiration Date: * **Month:** Select month **Year:** Select

Name On Card: *

CREDIT CARD HOLDER ADDRESS

Address 1: *

Address 2:

City: *

State/Province/Region: * Select
If the address is outside the US, US territories, or Canada, select 'International'.

ZIP/Postal Code: * If no ZIP or Postal Code is required, enter 'N/A'.

Country: * United States

Phone: * For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)

Place Order

You will then be asked to sign your consent
